First State Super QuickSuper

SuperStream Alternative File Format (SAFF) v1.0 Specification

Document History

Date	Description
7 Dec 2014	Initial version.
19 Jul 2015	Updated to include processing of member registration and defined benefit member registration fields.

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1 Introduction

QuickSuper allows employers to make contributions on behalf of their employees to other parties such as superannuation funds.

This document is provided to employers and their service providers to specify how to populate the SuperStream Alternative File Format so it can be uploaded into QuickSuper.

1.1 SuperStream Alternative File Format Specification

The SuperStream Alternative File Format (SAFF) has been specified by the Australian Tax Office (ATO) as a standard file format that employers and payroll software providers can produce from their systems. The SAFF can then be provided to a service provider (such as a clearing house) who can easily transform the data into a SuperStream compliant message.

This document does not intend to define the SuperStream Alternative File Format, which is available to employers and service providers here:
http://softwaredevelopers.ato.gov.au/contributions

1.2 File Types

This document describes the following files:

- SuperStream Alternative File Format – the file you upload to QuickSuper in order to make contributions to funds on behalf of employers and their employees.

- Receipt File – the file that QuickSuper generates after processing the uploaded file indicating whether the file was accepted or not.

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2 SuperStream Alternative File Format

QuickSuper allows you (the Client) to upload a SAFF file into the Clearing House to provide the instructions for making contributions and providing the details of your employees to superannuation funds.

2.1 File Validation

2.1.1 General Validation

The following validation is applied across the file processing:

- all amounts are in dollars, must not have a negative sign and must not exceed $99,999,999.99. An amount of one hundred dollars can be represented as $100.00, $100, 100.00 or 100.

- all dates must match the format specified on the QuickSuper 'Company Preferences' screen. The SAFF specification defines the SuperStream standard format of 'yyyy-MM-dd' (e.g. 28th September, 2014 is represented as: '2014-09-28'), however you can use any of the date formats allowed in QuickSuper. If you are using Excel to create or edit your CSV file you may need to open the resultant file in a text editor (e.g. notepad) to verify the date format is correct.

Other field-level validations are included in the notes for the specific fields. If you submit a file that fails general validation for any field, the entire file is rejected.

2.1.2 Fund-Specific Validation

QuickSuper may implement validation rules that apply only to a specific fund. For example, a fund may request that we ensure the Fund Member ID is supplied for all contributions made to their fund and that it is a 10 digit number starting with a '1'. Any contributions that do not match these rules will be rejected up-front rather than passing them onto the fund to be rejected later.

Such validation rules are not specified in this document as they may change from time to time. If a contribution fails fund-specific validation, that contribution is rejected and will not be processed. However, the remaining contributions that are accepted will be processed further. Please refer to the Receipt File for further details on the partial rejection with a file.

2.1.3 Duplicate File Check

In order to protect your business from inadvertently uploading the same file twice, QuickSuper performs a duplicate file check on all uploaded files. There are two options for duplicate file-checking:

- If 'FILE ID' is provided in the file, QuickSuper will reject the file if a file has previously been processed with the same value in this field.
- If 'FILE ID' is not provided in the file, QuickSuper will reject any file which is identical to a file previously processed.

Further clarifications regarding the duplicate file check:

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- If you have uploaded a file and it has been rejected for some reason (e.g. a required field is missing on a row), this file will not be included in the duplicate file check. That is, you are able to correct the original file and upload again without needing to modify the value for 'FILE ID'. This is because the duplicate check excludes rejected files from being considered as duplicates.

- As expected, your file uploads are separate from uploads from other QuickSuper clients meaning that multiple clients can upload a file with the same 'FILE ID' or contents without affecting each other.

When selecting an appropriate value for the 'FILE ID' field, you should be mindful that it is the only field used in duplicate checking. That is, even if the remainder of the file is identical to another file, if the 'FILE ID' field is different the current file will not be considered as a duplicate file. Some suggestions for selecting a value include:

- An internal reference for the batch of contributions from your own system (e.g. payroll run ID or batch ID).

- A date/time stamp (e.g. in CCYYMMDDHHMMSS format) when the contribution file was created, assuming that the value for this would not be modified if the file was accidentally re-sent from your system.

2.1.4 Optional Fields

There are many optional fields in the SAFF specification. While this means that the fields are not required to be provided in order to produce a valid SuperStream message, the receiving fund may have additional data requirements in order to be able to process the message.

For example, when sending a Member Registration Request to your default fund to register a new member, the 'Employment Start Date' may be required by the fund to complete the member registration, even though it is listed as an optional field.

To ensure that you are providing the required information to complete these activities, we recommend you contact your default fund to ensure that you can meet any additional requirements that they may have.

2.1.5 Defined Benefit Contributions / Member Registrations

The data requirements for defined benefit contributions and member registrations do vary from fund to fund. If you are required to send messages to a defined benefit fund you must first contact the receiving fund so you can meet their data requirements to ensure that the messages you send can be successfully processed.

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2.2   File Format

The following sections define the field which appear on different lines within the SAFF. All fields are to be separated by a comma (,) value. Double quotes may be used around fields. For example, either of the following would work in the header record:

- VERSION,1.0,NEGATIVES SUPPORTED,false,FILE ID,1234567890

- "VERSION","1.0","NEGATIVES SUPPORTED","false","FILE ID","1234567890"

If the field values themselves contain commas, double quotes must be used.

There are four different types of records within the SAFF:

- The first line of your file must contain the label / value pairs in the "Header Values" section below
- The second line of the file must contain the section headings as defined in "Section Headings" section below
- The third line of the file must contain the column headings as defined "Column Headings" section below
- The remaining lines of the file are populated with your contribution and member registration information as defined in the "Repeating Line Values" section below. This line may appear as many times as you require.

QuickSuper will accept heading, section and column values with or without the spaces between words and in upper or lower case. For example, any of the following would be accepted for the 'NEGATIVES SUPPORTED' label in the header:

- NEGATIVES SUPPORTED
- negatives supported
- NegativesSupported

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2.2.1   Header Values

The SAFF features a header line which appears as the first line of the file and contains three labels and value pairs which provide QuickSuper with key information to use when processing the file.

The following table defines the validation rules applied to the header values for files uploaded to QuickSuper:

Col	Field	Value and Format	Notes
A	Version Label	Must be set to 'VERSION' (without the quotes).	Any other value in this field will be rejected.
B	Version Value	Must be set to '1.0' (without the quotes).	Any other value in this field will be rejected.
C	Negatives Supported Label	Must be set to 'NEGATIVES SUPPORTED' (without the quotes).	Any other value in this field will be rejected.
D	Negatives Supported Value	Should be set to 'false' (without the quotes).	The value in this field will be ignored. As QuickSuper does not accept negative amounts any invalid amount will be rejected regardless of the value provided in this field.
E	File ID Label	Must be set to 'FILE ID' (without the quotes).	Any other value in this field will be rejected.
F	File ID Value	Optional. Value may contain alphanumeric characters, underscore, hyphen, and period. A value containing other characters will result in the file being rejected. Maximum length = 20.	This field is used as a unique identifier for duplicate checking purposes. If provided, it must be unique for every file that you upload to QuickSuper. See the following section on 'Duplicate File Check' for more details.

2.2.2   Section Headings

The second line of the SAFF is the section heading line. This line contains no values that you are required to populate, but it must be in your file. QuickSuper does not validate this line of the file.

2.2.3   Column Headings

The third line of the SAFF is the column heading line. This line contains no values that you are required to populate, but it must be in your file and the headings you provide must match the values specified in the SAFF.

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2.2.4 Repeating Line Values

After the header lines in the SAFF, there are a number of repeating lines which are used to provide the details of a superannuation fund, an employer, an employee and either contribution or member registration information.

The following table defines the validation rules applied to the repeating line values for files uploaded to QuickSuper presented section by section.

2.2.4.1 LINE ID

Col	Field	Value and Format	Notes
A	ID	Optional. Value may contain alphanumeric characters, underscore, hyphen, and period. A value containing other characters will result in the file being rejected. Maximum length = 20.	If supplied, the value is stored against the employee contribution for support purposes. It is not provided on to the fund. Lower case alphabetic characters will be stored as upper case in QuickSuper. If you do choose to populate this field, it is recommended that you supply a unique value to simplify tracking of an employee contribution you included in a file with data in QuickSuper.

2.2.4.2 HEADER

QuickSuper will not use any of the Header values when the file is uploaded. These values will be populated with the Clearing House details when the SuperStream compliant messages are sent to the receiving superannuation funds.

Col	Field	Value and Format	Notes
B	SourceEntityID	No validation.	Any value in this field will be ignored.
C	SourceEntityIDType	No validation.	Any value in this field will be ignored.
D	SourceElectronicServiceAddress	No validation.	Any value in this field will be ignored.
E	ElectronicErrorMessaging	No validation.	Any value in this field will be ignored.

2.2.4.3 SENDER

QuickSuper will not use any of the Sender values when the file is uploaded. These values will be populated with the Clearing House details when the SuperStream compliant messages are sent to the receiving superannuation funds.

Col	Field	Value and Format	Notes
F	ABN	No validation.	Any value in this field will be ignored.
G	Organisational Name Text	No validation.	Any value in this field will be ignored.
H	Family Name	No validation.	Any value in this field will be ignored.

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Col	Field	Value and Format	Notes
I	Given Name	No validation.	Any value in this field will be ignored.
J	Other Given Name	No validation.	Any value in this field will be ignored.
K	E-mail Address Text	No validation.	Any value in this field will be ignored.
L	Telephone Minimal Number	No validation.	Any value in this field will be ignored.

2.2.4.4 PAYER

QuickSuper will not use any of the Payer values when the file is uploaded. These values will be populated with the Clearing House details when the SuperStream compliant messages are sent to the receiving superannuation funds.

Col	Field	Value and Format	Notes
M	ABN	No validation.	Any value in this field will be ignored.
N	Organisational Name Text	No validation.	Any value in this field will be ignored.
O	BSB Number	No validation.	Any value in this field will be ignored.
P	Account Number	No validation.	Any value in this field will be ignored.
Q	Account Name Text	No validation.	Any value in this field will be ignored.

2.2.4.5 PAYEE/RECEIVER

QuickSuper will use the registered payment details to make payments to the nominated superannuation fund. This means values in the payee/receiver context which relate directly to the payment will be ignored on upload.

When QuickSuper makes the credit to the superannuation fund, these details will be populated according to the standard and will match the details that QuickSuper used to make the payment.

Col	Field	Value and Format	Notes
R	ABN	Conditional - see notes for more details. Numeric value. Maximum length = 11.	The ABN for the superannuation fund you wish to send to. If provided, it must match the ABN registered for that superannuation fund within QuickSuper. See the following section titled 'Identifying Superannuation Funds' for more information about the requirements for populating the ABN field.
S	USI	Conditional - see notes for more details. Alphanumeric value. Maximum length = 20.	This field provides a significant amount of flexibility on the values that are accepted in the file. See the following section titled 'Identifying Superannuation Funds' for more information about the requirements for populating the USI field.

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Col	Field	Value and Format	Notes
T	Organisational Name Text	Optional. Any value. Maximum length = 200.	The name of the fund being paid. This value is not used by QuickSuper. It is included for readability purposes only. A value longer than 200 characters will be trimmed by QuickSuper.
U	TargetElectronicServiceAddress	Conditional – see notes for more details. Alphanumeric value. Maximum length = 16.	The target electronic service address is used when contributing to a self-managed super fund (SMSF) to identify the SuperStream SMSF Messaging provider used by that SMSF. **Note:** If you populate this field with a URL value (e.g. begins with 'http') the value will be ignored. See the following section titled 'Identifying Superannuation Funds' for more information about the requirements for populating this field.
V	PaymentMethodCode	No validation.	Any value in this field will be ignored.
W	TransactionDate	No validation.	Any value in this field will be ignored.
X	Payment/Customer Reference Number	No validation.	Any value in this field will be ignored.
Y	Bpay Biller Code	No validation.	Any value in this field will be ignored.
Z	Payment Amount	No validation.	Any value in this field will be ignored.
AA	BSB Number	No validation.	Any value in this field will currently be ignored. Please refer to the section titled 'Future SMSF Auto-registration' for more details on this field.
AB	Account Number	No validation.	Any value in this field will currently be ignored. Please refer to the section titled 'Future SMSF Auto-registration' for more details on this field.
AC	Account Name Text	No validation.	Any value in this field will currently be ignored. Please refer to the section titled 'Future SMSF Auto-registration' for more details on this field.

2.2.4.6 EMPLOYER

Col	Field	Value and Format	Notes
AD	ABN	Conditional - see notes for more details. Numeric value. Maximum length = 11.	The employer's ABN. If provided, it must match the ABN recorded within QuickSuper for the identified employer. The ABN is optional if you are using the QuickSuper Employer ID in the 'Location ID' field to identify the employer. Otherwise it is mandatory.

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Col	Field	Value and Format	Notes
AE	Location ID	Conditional - see notes for more details. Allowable characters: alphanumeric, underscore, hyphen, period Maximum length = 20.	The Location ID is used to identify a specific employer under your QuickSuper Client facility. If you are a single employer client, you do not need to provide this value. If you are a multiple employer client with multiple employer businesses sharing the same ABN, you must provide a value in this field to allow the identification of a specific employer. This value can be either: • **Employer ID** - the identifier assigned to the employer when it was created in QuickSuper, e.g. 'QS12345EMP1' • **Location ID** - if you have registered your own identifier for an employer within QuickSuper as the Location ID, e.g. 'NSW'
AF	Organisational Name Text	No validation.	Any value in this field will be ignored.
AG	Superannuation Fund Generated Employer Identifier	Optional. Any value as generated by the receiving fund. Maximum length = 20.	Funds may allocate an employer ID to an employer and ask that it is provided with employee contributions and member registrations. If the fund has assigned a fund generated employer identifier to your business then providing it for contribution and member registrations may assist the fund to process the message more efficiently.

2.2.4.7   SUPER FUND MEMBER COMMON

Col	Field	Value and Format	Notes
AH	TFN	Optional, however refer to Notes. Numeric value.	You must provide the employee's TFN if it has been provided to you. Please refer to the 'Identifiers' section for more details on this field.
AI	Person Name Title Text	Optional. Format and length limited by accepted values.	A term indicating a person's status or used as a form of address or reference e.g. 'MR' or 'MRS'. If a value is provided, it must be one of the accepted values listed in section 2.4 - 'Name Title' otherwise the file will be rejected. Lower case alphabetic characters will be stored as upper case in QuickSuper.

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Col	Field	Value and Format	Notes
AJ	Person Name Suffix text	Optional. Format and length limited by accepted values.	Awards, honours or any other kind of denomination that may follow the name of a person. If a value is provided, it must be one of the accepted values listed in section 2.5 - 'Name Suffix' otherwise the file will be rejected. Lower case alphabetic characters will be stored as upper case by QuickSuper.
AK	Family Name	Mandatory. Value may contain alphabetic characters, apostrophe, hyphen, space, period, left and right parentheses. A value containing other characters will result in the file being rejected. Maximum length = 40.	Also known as surname, this field is required to assist funds in allocating contributions. A value longer than 40 characters will be trimmed by QuickSuper.
AL	Given Name	Mandatory. Value may contain alphabetic characters, apostrophe, hyphen, space, period, left and right parentheses. A value containing other characters will result in the file being rejected. Maximum length = 40.	Also known as first name, this field is required to assist funds in allocating contributions. You should provide the full given name and not just the first initial. A value longer than 40 characters will be trimmed by QuickSuper.
AM	Other Given Name	Optional. Value may contain alphabetic characters, apostrophe, hyphen, space, period, left and right parentheses. A value containing other characters will result in the file being rejected. Maximum length = 40.	Also known as middle name, this field can assist funds in allocating contributions. It is not mandatory as not all employees will have a second given name; however you should provide this if available. If you only have the first initial of the employee's other given name, then this is acceptable to provide. A value longer than 40 characters will be trimmed by QuickSuper.
AN	Sex Code	Optional. If provided, must be one of the listed values.	The gender of the employee. Must be one of the following values: • '1' - Male • '2' - Female • '3' - Intersex or Indeterminate • '0' - Not stated or inadequately described If the field is left blank, the value sent to funds will be defaulted to the 'Not stated or inadequately described' code.

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Col	Field	Value and Format	Notes
AO	Birth Date	Mandatory. Date value.	The file will be rejected if: • Field is left blank; • Invalid value is supplied (e.g. 99999999); or • Date outside accepted range (i.e. greater than current date or older than 100 years ago).
AP	Address Usage Code	Optional. If provided, must be one of the listed values. Maximum length = 3.	Used to indicate if the provided address details for the employee specifies to a residential or postal address. Must be one of the following values: • 'RES' - Residential • 'POS' - Postal If this value is not provided, then the field will default to 'RES'.
AQ	Address Details Line 1 Text	Conditional. Please refer to 'Employee Address' section. Any value. Maximum length = 50.	Applicable for Australian or international addresses. Please refer to 'Employee Address' section for further information on these fields.
AR	Address Details Line 2 Text	Optional. Any value. Maximum length = 50.	Applicable for Australian or international addresses.
AS	Address Details Line 3 Text	Optional. Any value. Maximum length = 50.	Applicable for Australian or international addresses.
AT	Address Details Line 4 Text	Optional. Any value. Maximum length = 50.	Applicable for Australian or international addresses.
AU	Locality Name Text	Conditional. Please refer to 'Employee Address' section. Any value. Maximum length = 50.	Applicable for Australian addresses only. Australian suburb aligned with the specified post code. Lower case alphabetic characters will be stored as upper case in QuickSuper.
AV	Postcode Text	Conditional. Please refer to 'Employee Address' section. Format and length limited by accepted values.	Applicable for Australian addresses only. Australian state or territory. Valid values are: 'AAT', 'ACT', 'NSW', 'NT', 'QLD', 'SA', 'TAS', 'VIC', 'WA'. Lower case alphabetic characters will be stored as upper case in QuickSuper. If provided the post code and state must be a valid combination in the list published by Australia Post. Otherwise the file will be rejected.

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Col	Field	Value and Format	Notes
AW	State or Territory Code	Conditional. Please refer to 'Employee Address' section. 4 digit numeric value. Length = 4.	Applicable for Australian addresses only. Australian post code aligned with the specified suburb. If provided the post code and state must be a valid combination in the list published by Australia Post. Otherwise the file will be rejected.
AX	Country Code	Optional. Alphabetic characters. Length = 2.	Applicable for Australian or international addresses. Country may be specified using the two character code published under ISO 3166 e.g. 'AU' for Australia or 'NZ' for New Zealand. If this column is left blank for an address, the address is assumed to be in Australia. A full list of ISO 3166 country codes is available from: http://www.iso.org/iso/country_codes Lower case alphabetic characters will be stored as upper case in QuickSuper. If an unknown country code is provided then this will result in the file being rejected.
AY	E-mail Address Text	Optional. Value must be in a valid email address format (e.g. 'abc@xyz.com.au'). An invalid value will result in the file being rejected. Maximum length = 60.	Email address to use if required to contact the employee.
AZ	Telephone Minimal Number Landline	Optional. Value must be a well-formed phone number containing only numeric digits, hyphen, space, plus symbol left and right parentheses. A value containing other characters will result in the file being rejected. Maximum length = 15.	Landline or fixed number to use if required to contact the employee.
BA	Telephone Minimal Number Mobile	Optional. Value must be a well-formed phone number containing only numeric digits, hyphen, space, plus symbol left and right parentheses. A value containing other characters will result in the file being rejected. Maximum length = 15.	Mobile number to use if required to contact the employee.

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Col	Field	Value and Format	Notes
BB	Member Client Identifier	Optional. Value may contain alphanumeric, hyphen and forward slash characters. A value containing other characters will result in the file being rejected. Maximum length = 20.	The member number allocated by the beneficiary fund to the employee. If the employee is a new member to the fund or the fund does not have member numbers (e.g. SMSF), you may leave this field blank. Please refer to the 'Identifiers' section for more details on this field. Please refer to the 'Handling long numeric values in Excel' section for more information on issues associated with long numbers in this field.
BC	Payroll Number Identifier	Optional. Any value. Maximum length = 20.	The ID representing the employee in your own payroll system. That is, your unique identifier for the employee. Please refer to the 'Identifiers' section for more details on this field. Please refer to the 'Handling long numeric values in Excel' section for more information on issues associated with long numbers in this field.
BD	Employment End Date	Optional. Date value.	The date the employee's employment ended with your company. You can provide this if the fund requests you to provide this information to them. If provided, the date must be valid. The file will be rejected if: • Invalid value is supplied (e.g. 99999999); • Employment End Date is less than Employment Start Date; or • Date is outside accepted range (i.e. older than 100 years ago or greater than 6 months after current date).

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Col	Field	Value and Format	Notes
BE	Employment End Reason Text	Optional. Any value. Maximum length = 80.	The general reason why the employee's employment ended with your company. You can provide this if the fund requests you to provide this information to them. You can provide any value as directed by the fund, however a list of suggested values are: • 'RESIGNED' • 'RETIREMENT' • 'DEATH' • 'DISABLEMENT' • 'LWOP' (Leave Without Pay) • 'PARENTAL' (Parental leave, including maternity and paternity leave) • 'TRANSFER' (Company transfer to a separate employer within the same parent company) • 'OTHER' (Other reason not able to be classified using the previous codes) Any value longer than 80 characters will be truncated.

2.2.4.8   SUPER FUND MEMBER CONTRIBUTIONS

Col	Field	Value and Format	Notes
BF	Pay Period Start Date	Mandatory. Date Value.	The start date of the pay period. It must be earlier than the Pay Period End Date value and in a range no earlier than 2 years in the past.
BG	Pay Period End Date	Mandatory. Date Value.	The end date of the pay period. It must be later than the Pay Period Start Date value and in a range no later than 6 months in the future.
BH	Superannuation Guarantee Amount	Optional. Amount in dollars.	Contribution made by an employer for the benefit of an employee as mandated by super guarantee legislation. Value will default to '0' if not provided.
BI	Award or Productivity Amount	Optional. Amount in dollars.	Contribution made by an employer for the benefit of an employee as mandated by an award or other industrial agreement. Value will default to '0' if not provided.
BJ	Personal Contributions Amount	Optional. Amount in dollars.	A contribution made by an individual for their own benefit (whether or not they intend to claim a deduction for the contribution). Includes where an employee directs an employer to make after-tax contributions on behalf of the employee (e.g. by payroll deduction). Value will default to '0' if not provided.

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Col	Field	Value and Format	Notes
BK	Salary Sacrificed Amount	Optional. Amount in dollars.	Salary sacrificing is a special arrangement between employers and employees where the pre-tax salary of an employee is sacrificed in return for employment related benefits. Salary sacrificed earnings from superannuation refers to the salary sacrificed earnings paid on behalf of employees. Value will default to '0' if not provided.
BL	Voluntary Amount	Optional. Amount in dollars.	Employer contributions which are not mandated employer contributions. Value will default to '0' if not provided.
BM	Spouse Contributions Amount	Optional. Amount in dollars.	A contribution made by an individual for their spouse's benefit. Includes where an employee directs an employer to make after-tax contributions on behalf of the employee's spouse (e.g. by payroll deduction). Value will default to '0' if not provided.
BN	Child Contributions Amount	Optional. Amount in dollars.	A contribution made by an individual for the benefit of a person less than 18, but not because they are the person's employer or where an employee directs an employer to make after-tax contributions for this purpose. Value will default to '0' if not provided.
BO	Other Third Party Contributions Amount	Optional. Amount in dollars.	A contribution made by a third party for the benefit of another person, other than contributions made: • by the person's employer • by the person's spouse; or • for a child under 18 Value will default to '0' if not provided.

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2.2.4.9 SUPER FUND MEMBER REGISTRATION

NOTE: Please see '2.1.4 - Optional Fields' for more information on the fields in this section.

Col	Field	Value and Format	Notes
BP	Employment Start Date	Optional. Date Value.	The date the member commenced working with the employer. Must be no earlier than the Birth Date if specified. If the Birth Date is not specified, then must be no more than 100 years before the current date. Must not be later than the Employment End Date if specified. If the Employment End Date is not specified, then must be no more than 6 months after the current date.
BQ	At Work Indicator	Optional. 'True' or 'False'.	'At Work' means the employee is genuinely performing all the duties of their usual occupation or are not at work on that date due to some reason other than injury or illness.
BR	Annual Salary for Benefits Amount	Optional. Amount in dollars.	The salary used to calculate a Defined Benefit members benefit entitlements.
BS	Annual Salary for Contributions Amount	Optional. Amount in dollars.	The salary used to calculate expected and/or actual contributions.
BT	Annual Salary for Contributions Effective Start Date	Optional. Date Value.	The start date from which the Annual Salary for contributions determination is based.
BU	Annual Salary for Contributions Effective End Date	Optional. Date Value.	The end date from which the Annual Salary for contributions determination is based.
BV	Annual Salary for Insurance Amount	Optional. Amount in dollars.	The salary used to calculate insurance amounts.
BW	Weekly Hours Worked Number	Optional. Decimal between 0 and 168 to three decimal places.	The hours of work which it is usual for an employee to work per week.
BX	Occupation Description	Optional. Any value. Max length 80.	The main salary and wage income-earning occupation an employee undertakes.
BY	Insurance Opt Out Indicator	Optional. 'True' or 'False'.	This indicator is used to communicate to the Fund that the member does not want the Super Fund to provide an Insurance product to them.

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Col	Field	Value and Format	Notes
BZ	Fund Registration Date	Optional. Date Value.	The date that the individual was registered with the Super Fund.
CA	Benefit Category Text	Optional. Any value. Max length 80.	The Benefit Category may be used by the superannuation provider to determine product features applied to a membership or superannuation account.
CB	Employment Status Code	Optional.	Describes the employment arrangement between the employee and employer. Must be one of the following values: • 'Casual' • 'Contractor' • 'Full time' • 'Part time'
CC	Super Contribution Commence Date	Optional. Date Value.	The date when a member's contributions commence.
CD	Super Contribution Cease Date	Optional. Date Value.	The date when a member's contributions cease.
CE	Member Registration Amendment Reason Text	Optional. Any value. Max length 4000.	Description to accompany a change to a member's registration details.

2.2.4.10 DEFINED BENEFITS CONTRIBUTIONS

NOTE: Please see '2.1.5 - Defined Benefit Contributions / Member Registrations' for more information on the fields in this section.

Col	Field	Value and Format	Notes
CF	Defined Benefit Member Pre Tax Contribution	Optional. Amount in dollars.	Member defined benefit contribution that the member has elected to pay via salary sacrifice subject to employer approval.
CG	Defined Benefit Member Post Tax Contribution	Optional. Amount in dollars.	Member defined benefit contribution that the member has elected to pay from after tax salary.
CH	Defined Benefit Employer Contribution	Optional. Amount in dollars.	An amount paid by the employer to fund defined benefits.
CI	Defined Benefit Notional Member Pre Tax Contribution	Optional. Amount in dollars.	A notional member defined benefit pre-tax contribution calculated by the employer based on advice provided by the fund.
CJ	Defined Benefit Notional Member Post Tax Contribution	Optional. Amount in dollars.	Defined Benefit Notional Member Post Tax Contribution
CK	Defined Benefit Notional Employer Contribution	Optional. Amount in dollars.	A notional employer defined benefit contribution calculated by the employer based on advice provided by the fund.

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Col	Field	Value and Format	Notes
CL	Ordinary Time Earnings	Optional. Amount in dollars.	Amount paid to the member in the contribution period as defined by legislative definition of ordinary time earnings.
CM	Actual Periodic Salary or Wages Earned	Optional. Amount in dollars.	Actual gross salary or wages received in contribution period.
CN	Superannuable Allowances Paid	Optional. Amount in dollars.	Sum of all superannuable allowances received during the contribution period.
CO	Notional Superannuable Allowances	Optional. Amount in dollars.	Sum of all superannuable allowances notionally received during the contribution period.
CP	Service Fraction	Optional. Decimal between 0 and 1 to five decimal places.	The ratio of contracted hours to full-time hours during the contribution period.
CQ	Service Fraction Effective Date	Optional. Date Value.	Date from which the service fraction applies.
CR	Full Time Hours	Optional. Decimal to three decimal places.	The number of hours of the position a full-time employee would work during the contribution period.
CS	Contracted Hours	Optional. Decimal to three decimal places.	Number of hours the employee is contracted to work during the contribution period.
CT	Actual Hours Paid	Optional. Decimal to three decimal places.	Number of paid hours in the period.
CU	Employee Location Identifier	Optional. Any value. Max length 20.	Identifies sub-component of employer organisational structure in which the employee sits.

2.2.4.11   DEFINED BENEFITS REGISTRATION

NOTE: Please see '2.1.5 - Defined Benefit Contributions / Member Registrations' for more information on the fields in this section.

Col	Field	Value and Format	Notes
CV	Service Fraction	Optional. Decimal between 0 and 1 to five decimal places.	You must contact the receiving fund for guidance on what to provide in this field.

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Col	Field	Value and Format	Notes
CW	Service Fraction Start Date	Conditional (see notes). Any value.	You must contact the receiving fund for guidance on what to provide in this field. Must be specified if Service Fraction is specified.
CX	Service Fraction End Date	Optional. Any value.	You must contact the receiving fund for guidance on what to provide in this field.
CY	Defined Benefit Employer Rate	Optional. Decimal.	You must contact the receiving fund for guidance on what to provide in this field.
CZ	Defined Benefit Employer Rate Start Date	Conditional (see notes). Date Value.	You must contact the receiving fund for guidance on what to provide in this field. Must be specified if Defined Benefit Employer Rate is specified.
DA	Defined Benefit Employer Rate End Date	Optional. Date Value.	You must contact the receiving fund for guidance on what to provide in this field.
DB	Defined Benefit Member Rate	Optional. Decimal.	You must contact the receiving fund for guidance on what to provide in this field.
DC	Defined Benefit Member Rate Start Date	Conditional (see notes). Date Value.	You must contact the receiving fund for guidance on what to provide in this field. Must be specified if Defined Benefit Member Rate is specified.
DD	Defined Benefit Member Rate End Date	Optional. Date Value.	You must contact the receiving fund for guidance on what to provide in this field.
DE	Defined Benefit Annual Salary 1	Optional. Amount in dollars.	You must contact the receiving fund for guidance on what to provide in this field.
DF	Defined Benefit Annual Salary 1 Start Date	Conditional (see notes). Date Value.	You must contact the receiving fund for guidance on what to provide in this field. Must be specified if Defined Benefit Annual Salary 1 is specified.
DG	Defined Benefit Annual Salary 1 End Date	Optional. Date Value.	You must contact the receiving fund for guidance on what to provide in this field.
DH	Defined Benefit Annual Salary 2	Optional. Amount in dollars.	You must contact the receiving fund for guidance on what to provide in this field.
DI	Defined Benefit Annual Salary 2 Start Date	Conditional (see notes). Date Value.	You must contact the receiving fund for guidance on what to provide in this field. Must be specified if Defined Benefit Annual Salary 2 is specified.
DJ	Defined Benefit Annual Salary 2 End Date	Optional. Date Value.	You must contact the receiving fund for guidance on what to provide in this field.
DK	Defined Benefit Annual Salary 3	Optional. Amount in dollars.	You must contact the receiving fund for guidance on what to provide in this field.

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Col	Field	Value and Format	Notes
DL	Defined Benefit Annual Salary 3 Start Date	Conditional (see notes). Date Value.	You must contact the receiving fund for guidance on what to provide in this field. Must be specified if Defined Benefit Annual Salary 3 is specified.
DM	Defined Benefit Annual Salary 3 End Date	Optional. Date Value.	You must contact the receiving fund for guidance on what to provide in this field.
DN	Defined Benefit Annual Salary 4	Optional. Amount in dollars.	You must contact the receiving fund for guidance on what to provide in this field.
DO	Defined Benefit Annual Salary 4 Start Date	Conditional (see notes). Date Value.	You must contact the receiving fund for guidance on what to provide in this field. Must be specified if Defined Benefit Annual Salary 4 is specified.
DP	Defined Benefit Annual Salary 4 End Date	Optional. Date Value.	You must contact the receiving fund for guidance on what to provide in this field.
DQ	Defined Benefit Annual Salary 5	Optional. Amount in dollars.	You must contact the receiving fund for guidance on what to provide in this field.
DR	Defined Benefit Annual Salary 5 Start Date	Conditional (see notes). Date Value.	You must contact the receiving fund for guidance on what to provide in this field. Must be specified if Defined Benefit Annual Salary 5 is specified.
DS	Defined Benefit Annual Salary 5 End Date	Optional. Date Value.	You must contact the receiving fund for guidance on what to provide in this field.
DT	Leave Without Pay Code	Optional. Integer between 1 and 6.	You must contact the receiving fund for guidance on what to provide in this field.
DU	Leave Without Pay Code Start Date	Conditional (see notes). Date Value.	You must contact the receiving fund for guidance on what to provide in this field. Must be specified if Leave Without Pay Code is specified.
DV	Leave Without Pay Code End Date	Conditional (see notes). Date Value.	You must contact the receiving fund for guidance on what to provide in this field. Must be specified if Leave Without Pay Code is specified.
DW	Annual Salary for Insurance Effective Date	Optional. Date Value.	You must contact the receiving fund for guidance on what to provide in this field.
DX	Annual Salary for Benefits Effective Date	Optional. Date Value.	You must contact the receiving fund for guidance on what to provide in this field.
DY	Employee Status Effective Date	Optional. Date Value.	You must contact the receiving fund for guidance on what to provide in this field.
DZ	Employee Benefit Category Effective Date	Optional. Date Value.	You must contact the receiving fund for guidance on what to provide in this field.

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Col	Field	Value and Format	Notes
EA	Employee Location Identifier	Optional. Any value. Max length 20.	You must contact the receiving fund for guidance on what to provide in this field.
EB	Employee Location Identifier Start Date	Conditional (see notes). Date Value.	You must contact the receiving fund for guidance on what to provide in this field. Must be specified if Employee Location Identifier is specified.
EC	Employee Location Identifier End Date	Optional. Date Value.	You must contact the receiving fund for guidance on what to provide in this field.

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2.3   Additional Notes

Future SMSF Auto-Registration

Currently, SMSFs must be registered in QuickSuper prior to using in the SAFF file.

However, the SAFF file does include payment and message delivery information within it and therefore a future enhancement will be to allow auto-registration of an SMSF based on details in the SAFF file. No specific timing is currently available on this future enhancement but the change will be communicated when it is available.

It is noted that the 'BSB Number', 'Account Number' and 'Account Name Text' fields are currently ignored. However, if you would like to take advantage of this enhancement in the future then we recommend that you include these values in your file as they will be required for SMSF auto-registration.

Identifying Superannuation Funds

Historically, many public or corporate funds were identified using a Superannuation Product Identification Number (SPIN). The fund SPIN was in the form 'XXX9999AU'.

Under the SuperStream Standards, superannuation funds are identified using one of the following depending on their type:

- Unique Superannuation Identifier (USI), used to identify public or corporate super funds regulated by APRA; or
- ABN, used to identify SMSFs.

For the USI, a fund may either use the fund SPIN or the fund ABN + 3 digits (i.e. 14 digit number).

This section explains how you can correctly identify funds using the 'USI' and 'ABN' fields. Please also refer to the 'Handling long numeric strings in Excel' section for further details regarding the 'USI' field.

APRA-regulated Funds (with USIs)

Funds with a USI are pre-registered for your use and are referred to as 'master funds' within QuickSuper. To make a contribution to a fund with a USI, the easiest way is to provide it in the USI field.

When providing the USI, you do not need to provide the Fund's ABN. However, if you do provide an ABN in addition to the USI, then the value must match the ABN on the master fund in QuickSuper.

SMSFs

SMSFs do not have USIs as they can be simply identified by their ABN. If you want to contribute to an SMSF, **you must register the fund in QuickSuper along with payment details and their Electronic Service Address (ESA) for SuperStream delivery.**

In this case, you should not put a value into the USI field and should instead provide the SMSF's ABN in the ABN field. The ESA must be included in the TargetElectronicServiceAddress. The value provided in the

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TargetElectronicServiceAddress field must be the alias which corresponds to the SMSF message provider, not a URL address. Any URL values (e.g. begins with 'http') will be ignored when processing the file.

Please note: if you have SMSFs for which you do not currently have an ESA, you will need to revert to a legacy option to identify the fund in the file.

The following table summarises the requirements for the various fields:

Fund Type	ABN	USI	TargetESA
APRA-regulated fund	Optional. The ABN is not required if you have specified a USI. However, if provided the value must match the details on the master fund.	Mandatory. This must match an active master fund which is enabled to accept contributions.	Must be blank. **Note:** If you populate this field with a URL value (e.g. begins with 'http') the value will be ignored.
SMSF	Mandatory. The ABN must match a client fund previously registered in your QuickSuper client facility.	Must be blank.	Mandatory. This must match the value registered against the client fund in your QuickSuper client facility.

Legacy Options

This section is relevant to clients migrating from legacy formats. You may include other identifiers in the USI field to match with funds in QuickSuper if your payroll system cannot align to the preferred methods detailed above. Many of these are provided for backward compatibility. The options are listed in the order in which QuickSuper will try to determine a matching fund:

	You provide in the USI field...	Example	Notes
1	Full client Fund ID	'QS12345XYZ' or 'QS1234577788899901'	QuickSuper will match the value you provide with the client fund you have registered.
2	Partial client Fund ID without Client ID	'XYZ' or '77788899901'	QuickSuper will prefix the value you provide with your Client ID to match with the client fund you have registered e.g. 'QS12345XYZ' or 'QS1234577788899901'.
3	Historical Fund ID	'SPINXXX9999AU' or 'ABN12345678901'	QuickSuper will match the value you provide with the master fund based on Historical Fund ID.
4	SPIN	'XXX9999AU'	QuickSuper will match the value you provide with the master fund based on SPIN.

Identifiers

Under SuperStream, the Member ID, Payroll ID and TFN are all included in the contribution messages. These are all optional fields; however **we strongly recommend**

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that you include an identifier if it is available to you. This will reduce the likelihood of mismatches through contribution processing in QuickSuper and with the receiving fund. That is, if no identifiers are included then matching falls back to non-unique fields such as names and date of birth which may be shared by multiple individuals.

Therefore:

- TFN must be provided where the employee has provided the TFN to you.[1]
- Member ID should be provided unless the employee is a new member of your default fund or the receiving fund does not have member identifiers (e.g. SMSF).
- Payroll ID should be provided if your payroll system allocates identifiers to employees.

If you do not have a valid identifier, you should leave the field blank. Please do not provide a default value in this case as it may affect member matching processes.

Employee Address

IMPORTANT:

- The SuperStream Standards require that an address is provided with contributions.
- Employers are expected to make a reasonable effort to obtain and provide the employee address. However, the employee address is optional in this file format to allow for situations where the employer cannot provide it. In this case, QuickSuper will include default information in outgoing SuperStream messages to indicate that the address is unknown.

Australian address

If the country is 'AU' or blank (i.e. Australia), the following fields may be populated. An example is also provided for your reference.

Field	Required?	Example
Address Line 1	Mandatory	Unit 3
Address Line 2	Optional	10 Kent St
Address Line 3	Optional	
Address Line 4	Optional	
Suburb	Mandatory	SYDNEY
State	Mandatory	NSW
Post Code	Mandatory	2000
Country	Optional	AU

The 'Address Line 3' and 'Address Line 4' fields may be included for Australian addresses however it is noted that other systems may only allow for at most two address lines. We

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[1] Refer to Superannuation Industry (Supervision) Amendment Regulation 2012 (No. 5), Regulation 7.07E (2).

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recommend that you restrict Australian addresses to fit within the first two address lines if possible.

The 'Post Code' and 'State' must be a valid combination in the list published by Australia Post (see http://auspost.com.au to search for valid post codes).

International address

If some other country is specified, the following fields may be populated. An example is also provided for your reference.

Field	Required?	Example
Address Line 1	Mandatory	Unit 1B Level 7, West Building
Address Line 2	Optional	123 Johnstone Street West
Address Line 3	Optional	Point Chevalier
Address Line 4	Optional	Auckland 1022
Suburb	*Must be left blank*	
State	*Must be left blank*	
Post Code	*Must be left blank*	
Country	Mandatory	NZ

The 'Suburb', 'Post Code' and 'State' columns are specific to Australian addresses and must be left blank for international addresses.

Handling long numeric values in Excel

If you enter a numeric value of 12 digits or longer, by default Excel will display the number in scientific notation e.g. 123456789012 might be shown as '1.23457E+11'. If you then save the file in CSV format without re-formatting, the value will be included in the CSV file in scientific notation.

Furthermore, Excel will round values of 16 digits or longer so the full value may be lost. For example, 123456789012345678 might be stored as '123456789012345000' unless re-formatting is supplied.

The same problems occur if you open a CSV file that contains long numeric values. Excel will convert long numeric strings to scientific notation or round values. If the file is saved again as CSV, the values in the saved file will reflect this conversion.

The fields in this file that are most likely to be affected by this issue are:

- Fund ID, with 14 digit USIs.
- Payroll ID.
- Member ID.

For these fields, you may prefix the long number with a hash symbol (#) which will cause Excel to treat the value as a text string instead of a number. Excel will not convert values that it believes are text strings and therefore the value will be saved as you have entered. When the file is uploaded into QuickSuper, the hash symbol will be ignored and processing will proceed based on the remaining value. For example, if you enter

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'#12345678901001' for the Fund ID, then QuickSuper will ignore the leading hash symbol and try to match with Fund ID '12345678901001'.

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2.4 Name Title

The following is a list of accepted values for the optional Name Title column. These values are sourced from AS4590.

Accepted Value	Description	Accepted Value	Description	Accepted Value	Description
ABBOT	Abbot	DR	Doctor	MS	Ms
AB	Able Seaman	EARL	Earl	NURSE	Nurse
ADML	Admiral	ENGR	Engineer	OCDT	Officer Cadet
ACM	Air Chief Marshal	FR	Father	PASTOR	Pastor
AIRCDRE	Air Commodore	FLTLT	Flight Lieutenant	PO	Petty Officer
AM	Air Marshal	FSGT	Flight Sergeant	PLTOFF	Pilot Officer
AVM	Air Vice Marshal	FLGOFF	Flying Officer	PTE	Private
AC	Aircraftman	GEN	General	PROF	Professor
ACW	Aircraftwoman	GOV	Governor	RABBI	Rabbi
ALD	Alderman	GP CAPT	Group Captain	RADM	Rear Admiral
AMBSR	Ambassador	HON	Honourable	RECTOR	Rector
ARCHBISHOP	Archbishop	JUDGE	Judge	RSM	Regimental Sergeant Major
ARCHDEACON	Archdeacon	JUSTICE	Justice	RSM-A	Regimental Sergeant Major Of The Army
ASSOC PROF	Associate Professor	LADY	Lady	REV	Reverend
BARON	Baron	LBDR	Lance Bombardier	RTHON	Right Honourable
BARONESS	Baroness	LCPL	Lance Corporal	RT REV	Right Reverend
BISHOP	Bishop	LAC	Leading Aircraftman	SMN	Seaman
BDR	Bombardier	LACW	Leading Aircraftwoman	2LT	Second Lieutenant
BRIG	Brigadier	LS	Leading Seaman	SEN	Senator
BR	Brother	LT	Lieutenant (Army)	SNR	Senior
CDT	Cadet	LEUT	Lieutenant (Navy)	SGT	Sergeant
CANON	Canon	LTCOL	Lieutenant Colonel	SIR	Sir
CAPT	Captain (Army)	LCDR	Lieutenant Commander	SR	Sister
CAPT, RAN	Captain (Navy)	LTGEN	Lieutenant General	SISTER SUP	Sister Superior
CARDNL	Cardinal	LTGOV	Lieutenant Governor	SQNLDR	Squadron Leader
CHAP	Chaplain	LORD	Lord	SCDT	Staff Cadet
CPO	Chief Petty Officer	MADAM	Madam	SSGT	Staff Sergeant
COL	Colonel	MADAME	Madame	SM	Station Master
CMDR	Commander	MAJ	Major	SBLT	Sub Lieutenant
CMM	Commissioner	MAJGEN	Major General	SUPT	Superintendent
CDRE	Commodore	MGR	Manager	SWAMI	Swami
CONST	Constable	MSTR	Master	VADM	Vice Admiral
CONSUL	Consul	MAYOR	Mayor	VCE CMNDR	Vice Commander
CPL	Corporal	MAYORESS	Mayoress	VISCOUNT	Viscount
COUNT	Count	MIDN	Midshipman	WOFF	Warrant Officer (Air Force)
COUNTESS	Countess	MISS	Miss	WO	Warrant Officer (Navy)
DAME	Dame	MR	Mister	WO1	Warrant Officer Class 1
DEACON	Deacon	MON	Monsignor	WO2	Warrant Officer Class 2
DEACONESS	Deaconess	MOST REV	Most Reverend	WOFF-AF	Warrant Officer Of The Air Force
DEAN	Dean	MTHR	Mother	WO-N	Warrant Officer Of The Navy
DEPUTY SUPT	Deputy Superintendent	MRS	Mrs	WCDR	Wing Commander
DIRECTOR	Director				

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2.5   Name Suffix

The following is a list of accepted values for the optional Name Suffix column. These values are sourced from AS4590.

Accepted Value	Description
BM	Bravery Medal
BEM	British Empire Medal
COMDC	Commissioner of Declarations
CH	Companion of Honour
AC	Companion of the Order of Australia
CV	Cross of Valour
DCMG	Dame Commander of the Order of Saint Michael and Saint George
DCB	Dame Commander of the Order of the Bath
DBE	Dame Commander of the Order of the British Empire
DCVO	Dame Commander of the Royal Victorian Order
AD	Dame of the Order of Australia
DFM	Distinguished Flying Medal
DSC	Distinguished Service Cross
DSM	Distinguished Service Medal
ESQ	Esquire
GC	George Cross
JNR	Junior
JP	Justice of the Peace
KB	Knight Bachelor
KCMG	Knight Commander of the Order of Saint Michael and Saint George
KCB	Knight Commander of the Order of the Bath
KBE	Knight Commander of the Order of the British Empire

Accepted Value	Description
KCVO	Knight Commander of the Royal Victorian Order
KG	Knight of the Garter
AK	Knight of the Order of Australia
KT	Knight of the Thistle
OAM	Medal of the Order of Australia - Order of St John
MP	Member of Parliament
MHA	Member of the House of Assembly
MHR	Member of the House of Representatives
MLA	Member of the Legislative Assembly
MLC	Member of the Legislative Council
AM	Member of the Order of Australia
MBE	Member of the Order of the British Empire
MC	Military Cross
OC	Officer Commanding
AO	Officer of the Order of Australia
OBE	Officer of the Order of the British Empire
OM	Order of Merit
QC	Queens Counsel
SNR	Senior
SC	Star of Courage
VC	Victoria Cross

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3   Contribution Receipt File

After processing a SuperStream Alternative File Format upload, QuickSuper will return a contribution receipt file indicating whether the file was uploaded. The contribution receipt file is specific to QuickSuper and is not part of the SAFF specification. There are three possible outcomes:

1) Successfully uploaded.

2) Entirely rejected. Errors in the file resulted in the whole file being rejected. You must correct the errors and upload the corrected file for processing to continue.

3) Partially rejected. Errors in the file resulted in some lines being rejected where they did not meet fund-specific validation rules (i.e. error code of '90'). Those lines without errors have been successfully uploaded.

You should ensure that the receipt file is checked for errors each time and respond accordingly.

<u>Partial Rejections</u>

If your file is partially rejected, you may either:

1) Delete the partially rejected file, correct the errors in your file and upload the corrected file; or
2) Allow the portion of the file without errors to be processed and correct the erroneous contributions through a separate file upload.

The option you choose may be based on how quickly you can resolve the rejections and also what will work best with your payment and bank reconciliation processes.

If you choose to delete the partially rejected file and upload a corrected file, this means that no contributions will be processed until the issue is corrected. From a payment perspective, only a single payment will be required based on the corrected file once uploaded.

If you choose to allow the partially rejected file to be processed, this means that all of the contributions without error will be processed as soon as possible. A payment will be required based on the reduced amount of contributions without error. You will need to upload a separate file containing corrections for the rejected contributions when this is available and a separate payment will be required for this file.

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3.1 File Format

3.1.1 Contribution Receipt File structure

The Contribution Receipt File is a CSV file with a header line and repeating detail lines, one for every error or rejection within the original file.

Record	Description
Contribution Receipt File Header	One record at the start, representing a contribution receipt file. This record will be followed by a Receipt Detail record.
Receipt Detail	A record to indicate the result of the upload. The number of detail records will depend on contribution upload result. • If the file was successfully uploaded without any errors the receipt file will have one detail record. • If the file was entirely rejected a detail record will be created for every error identified. • If the file was part rejected due to fund specific errors a detail record will be created for every fund error identified. A separate template file containing all the rejected contributions will also be created.

3.1.2 Contribution Receipt columns

Col.	Column Heading	Value and Format	Notes
A	Your File Reference	Copied from original file.	
B	Receipt Status	'Received' if the file was successfully uploaded. 'Error' if the entire file was rejected. 'Part Rejected' if part of the file was rejected due to fund specific errors.	
C	Line Number	Numeric. Not populated if receipt status is 'Received'.	Indicates the line on which the error has been determined.
D	Error Code	Numeric. Not populated if receipt status is 'Received'.	See list of codes below.
E	Error Description	Alphanumeric. Not populated if receipt status is 'Received'.	Description of error. See list of errors below.

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3.2 Error Codes

The following describes the various error codes reported in the Receipt Detail record. The examples represent the text that may be included in the Error Description field.

Error Code	Description
01	Invalid Contribution File This error indicates the first line in the file does not contain the expected header fields in the correct order. Example: Uploaded file is not a valid contribution CSV file.
02	Duplicate File This error indicates the uploaded file has been identified as a probable duplicate. The duplicate file check rules are described further in the Section 2.1.3. Example: Probable duplicate file based on unique file reference 'ABC123456'. Probable duplicate file based on previously processed file.
03	Inconsistent Data This error indicates that two lines in the file have conflicting values. Your file reference value must be the same on every line. Similarly your file date value must be the same on every line. Examples: Your file reference 'Jan08' inconsistent with line 2 value 'Janz08'. Your file date '12-Aug-2009' inconsistent with line 2 value '13-Aug-2009'.
04	Invalid total contribution amount The total contribution amount of the file must be greater than zero. An employee may have a contribution amount of zero, however if every employee contribution in the file is zero the file will be rejected. Example: Total contribution amount must be greater than zero.
05	Employer has file awaiting submission You can only have one outstanding contribution file for an employer which has yet to be submitted. Example: Employer 'EMPLOYERA' has a contribution file which has not been submitted.
06-09	Reserved for future use.
10	Invalid Your File Reference This error indicates your file reference is not valid. The field must not be longer than 20 characters. Example: Your file reference 'ABCDEFGHIJ123456789012' exceeds 20 character limit. Your file reference 'XYZ!@#' contains invalid characters.

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Error Code	Description
11	Invalid Your File Date This field is optional but if provided must match the client's preferred date format. It must be in a range no earlier than the previous banking day and no later than 14 days in the future. Any values outside this range will result in the file being rejected. Examples: Your file date not specified. Your file date '12-Aug-2009' is not in expected format 'DD/MM/YYYY'. Your file date '12-Oct-2020' is outside the valid date range.
12	Invalid Contribution Period Start Date This error indicates that the value specified in the contribution period start date is not valid. This is a mandatory field and must match the client's preferred date format. It must be specified in a range no earlier than 2 years in the past and no later than the contribution period end date. Examples: Required contribution period start date not specified. Contribution period start date '12-Aug-2009' is not in expected format 'DD/MM/YYYY'. Contribution period start date '12-Oct-2009' is after the specified period end date '12-Sep-2009'. Contribution period start date '12-Oct-1988' is outside the valid date range.
13	Invalid Contribution Period End Date This error indicates that the value specified in the contribution period end date is not valid. This is a mandatory field and it must match the client's preferred date format. It must be specified in a range no earlier than the contribution period start date and no later than 6 months in the future. Examples: Required contribution period end date not specified. Contribution period end date '12-Aug-2009' is not in expected format 'DD/MM/YYYY'. Contribution period end date '12-Oct-2020' is outside the valid date range.
14	Invalid Employer ID This error indicates that the Employer ID field does not match an enabled, registered employer available to the QuickSuper client. You should check that the specified employer is registered in QuickSuper and that it is enabled. You cannot upload contributions requests for disabled employers. Example: Employer ID 'ABCDEF' is not registered for use.
15	Invalid Payroll ID This error indicates the Payroll ID field is not valid. It must not be longer than 20 characters. QuickSuper may also raise an error if an employee exists with the same Payroll ID but has other details that are inconsistent with what you have provided in the file. Example: Payroll ID 'ABCDEFGHIJ0123456789Z' exceeds 20 character limit. An employee with Payroll ID 'ABC123' already exists but does not match to details provided for this contribution.

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Error Code	Description
16	Invalid Name Title The name title is an optional field but if provided must match one of the accepted values listed in Section 2.4. Example: Name title 'XYZ' is not one of the accepted values.
17	Invalid Family Name The Family Name field is a mandatory field and cannot be left blank. Additionally, only a specific set of characters are accepted for this field. Examples: Required family name not specified. Family name '$MITH' contains invalid characters.
18	Invalid Given Name The Given Name field is a mandatory field and cannot be left blank. Additionally, only a specific set of characters are accepted for this field. Examples: Required given name not specified. Given name 'J@HN' contains invalid characters.
19	Invalid Other Given Name This is an optional field. If supplied, only a specific set of characters are accepted for this field. Example: Other given name 'M@RK' contains invalid characters.
20	Invalid Name Suffix The name suffix is an optional field but if provided must match one of the accepted values listed in Section 2.4. Example: Name suffix 'XYZ' is not one of the accepted values.
21	Invalid Date Of Birth This error indicates that the value specified in the Date Of Birth is blank, does not match the required format or is outside the accepted range. This field must match the client's preferred date format. The date must also be prior to the current date (i.e. future dates are not allowed) and must not be more than 100 years ago. Examples: Required date of birth not specified. Date of birth '12-Aug-1980' is not in expected format 'DD/MM/YYYY'. Date of birth '12/03/2299' is outside the valid date range.
22	Invalid Gender The gender is an optional field but if provided must match one of the accepted values. Example: Gender 'Z' is not one of the accepted values 'M', 'F', 'I' or 'N'.

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Error Code	Description
23	Invalid Tax File Number This error indicates the Tax File Number (TFN) is not valid based on the rules supplied by the Australian Tax Office (ATO). This field is optional but, if supplied, it must pass the ATO basic validation rules. Example: Tax file number is not valid.
24	Invalid Phone Number The phone number is an optional field but if provided must not be longer than 15 characters. Additionally, the value must be a well-formed phone number consisting of a specific set of characters only. Examples: Phone number '12345678901234567890' exceeds 15 character limit. Phone number '!@#$%' is not a valid phone number.
25	Invalid Mobile Number The mobile number is an optional field but if provided must not be longer than 15 characters. Additionally, the value must be a well-formed phone number consisting of a specific set of characters only. Examples: Mobile number '12345678901234567890' exceeds 15 character limit. Mobile number '!@#$%' is not a valid phone number.
26	Invalid Email Address The email address is an optional field but if provided must not be longer than 60 characters. Additionally, the value must be in a valid email address format. Examples: Email address 'AAA…AAA' exceeds 60 character limit. Email address 'XYZ' is not a valid email address.
27	Invalid Address Line Address lines are optional fields but if provided must not be longer than 50 characters. Additionally, if other address components are provided, then at least Address Line 1 must also be provided. Examples: A partial address should not be included without the required address line 1. Address line 1 'AAA…AAA' exceeds 50 character limit. Address line 2 'AAA…AAA' exceeds 50 character limit. Address line 3 'AAA…AAA' exceeds 50 character limit. Address line 4 'AAA…AAA' exceeds 50 character limit.

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Error Code	Description
28	Invalid Suburb The suburb is a required field for Australian addresses and must not be longer than 50 characters. Suburb must not be included for international addresses. Examples: Suburb 'AAA…AAA' exceeds 50 character limit. Required suburb is not included for an Australian address. Suburb should not be included for an international address.
29	Invalid State The state is a required field for Australian addresses and must match with one of the accepted values. It must also match with the state listed for the provided post code. State must not be included for international addresses. Examples: State 'AAA' is not one of the accepted values. State 'WA' does not match the state listed for post code '2000'. Required state is not included for an Australian address. State should not be included for an international address.
30	Invalid Post Code The post code is a required field for Australian addresses and must match with one of the accepted values. Post code must not be included for international addresses. Examples: Post code 'AAA' is not one of the accepted values. Required post code is not included for an Australian address. Post code should not be included for an international address.
31	Invalid Country The country is an optional field but if provided must match with one of the accepted values. Example: Country 'ZZ' is not one of the accepted values.
32	Invalid Employment Start Date This error indicates that the employment start date is not in the expected format, is outside the accepted range (i.e. older than 100 years ago or greater than 6 months after current date) or is greater than the employment end date. Examples: Employment start date '12-Aug-1980' is not in expected format 'DD/MM/YYYY'. Employment start date '12/03/2299' is outside the valid date range. Employment start date '10/09/2011' is after the employment end date '13/06/2010'

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Error Code	Description
33	Invalid Employment End Date
	This error indicates that the employment start date is not in the expected format or is outside the accepted range (i.e. older than 100 years ago or greater than 6 months after current date).
	Examples:
	Employment end date '12-Aug-1980' is not in expected format 'DD/MM/YYYY'.
	Employment end date '12/03/2299' is outside the valid date range.
34	Invalid Employment End Reason
	The employment end reason is an optional field which can be any value but if provided must only contain printable ASCII characters.
	Example:
	Employment end reason 'XYZ….' contains invalid characters.
35	Invalid Fund ID
	This error indicates that the Fund ID does not match an enabled, registered fund available to the QuickSuper client. You should check that the specified fund is registered in QuickSuper and that it is enabled. You cannot upload contributions for disabled funds.
	Example:
	Required fund ID not specified.
	Fund ID 'XYZABC' is not registered for use.
36	Invalid Fund Employer ID
	This field is optional but, if supplied, it must not be longer than 20 characters.
	Example:
	Fund employer ID 'ABCDEFGHIJ12345678' exceeds 20 character limit.
37	Invalid Member ID
	This error indicates the Member ID field is not valid. The Member ID must not be longer than 20 characters. Additionally, only a specific set of characters are accepted for this field.
	Examples:
	Member ID 'MemberABCDEFHIJKLMNOP' exceeds 20 character limit.
	Member ID 'Member!@#$%^&*' contains invalid characters.

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Error Code	Description
38	Invalid Amount
	This error indicates that one of the four amount fields contains an invalid amount.
	This error may also occur for spouse contributions i.e. when the other contributor type is set to 'SPOUSE'. A spouse contribution may only be made as an after-tax member additional amount. This error can therefore result if a non-zero amount has been provided for a spouse contribution in a field other than member additional amount.
	Examples:
	Employer super guarantee amount '-300.55' is not a valid amount.
	Employer additional amount '300.5577' is not a valid amount.
	Member salary sacrifice amount 'ABC' is not a valid amount.
	Member additional amount '300.00.2' is not a valid amount.
	Employer super guarantee amount should not be included for a spouse contribution.
	Employer additional amount should not be included for a spouse contribution.
	Member salary sacrifice amount should not be included for a spouse contribution.
39	Invalid Other Contributor Type
	The other contributor type is an optional field but if provided must be set to 'SPOUSE'.
	Example:
	Other contributor type 'XYZ' is not the accepted value 'SPOUSE'.
40	Invalid Other Contributor Name
	The other contributor name is an optional field but can only be set when the other contributor type is set to 'SPOUSE'. Additionally, only a specific set of characters are accepted for this field.
	Examples:
	Other contributor name 'XYZ!@#' contains invalid characters.
	Other contributor name should not be included when other contributor type is blank.
41	Invalid Your Contribution Reference
	This error indicates the value supplied in Your Contribution Reference was longer than the allowed length or contains invalid characters.
	Examples:
	Your Contribution Reference 'ABCDEFGHIJ123456789012' exceeds 20 character limit.
	Your Contribution Reference 'XYZ!@#' contains invalid characters.
42-89	Reserved for future use.
90	Fund specific error
	This error indicates the contribution has failed fund specific validation rules. These rules are associated with a particular Fund ID. Each fund may have its own set of rules. They are applied in addition to the standard QuickSuper rules.
	Examples:
	Fund Member ID must start with 'F' or 'M'.
	Fund Member ID must have 10 characters.
91-98	Reserved for future use.

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Error Code	Description
99	Internal QuickSuper Error
	This indicates that the file could not be processed for an unspecified reason. You will not receive this error in normal processing. If this error occurs, please contact QuickSuper Support and we will advise of the next action.
	Example:
	Processing failed due to an internal system error.

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4 Example Contribution Receipt Files

4.1 Example 'Success' Contribution Receipt File

YourFileReference,ReceiptStatus,LineNumber,ErrorCode,ErrorDescription

Ref123,Received,,,

4.2 Example 'Part Rejected' Contribution Receipt File

YourFileReference,ReceiptStatus,LineNumber,ErrorCode,ErrorDescription

Ref123,Part Rejected,3,90,Fund Member ID must start with 'F' or 'M'.

Ref123,Part Rejected,7,90,Fund Member ID must have 10 characters.

4.3 Example 'Error' Receipt Contribution File

YourFileReference,ReceiptStatus,LineNumber,ErrorCode,ErrorDescription

Ref123,Error,2,14,Employer ID 'ABCDEF' is not registered for use.

Ref123,Error,3,18,Required given name not specified.

Ref123,Error,9,15,Payroll ID 'ABCDEFGHIJ0123456789Z…' exceeds 20 character limit.

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